III. CEFMS:

A. A culmination of two months of testing and modifications of the year end closing processes, to include the verification of pre-closing reports and edits, activity actions to be taken, and the fiscal year end closing of the 59 Corps of Engineers databases was completed on 01 Oct 08.

B. We tested the closing programs on all 59 Corps databases by importing the production databases to a test location and running each through the Year End Closing menus in CEFMS. We actively worked with each activity and assisted in resolving all reconciliation errors and clearing all "showstoppers" reports that identify all actions that must be completed by activities before closing for the fiscal year. We coordinated our efforts with the USACE Finance Center in the establishment of policies, procedures, and cutoff dates to best meet the goal of closing yearend with the minimal disruption to users and their day-to-day activities.

C. The Year End Closing Team in this office coordinated their efforts with the HQ POC in Budget to establish an automated process to implement HQ's requirement that all activities request HQ approval prior to proceeding with yearend closing. This process was implemented by adding two new steps to the Site Actions menu in CEFMS, which when executed, created a email notification to HQ from the site, and included a report of Direct, expiring one year appropriation balances to be reviewed by HQ and assist in their verification that the site was ready to close. These two additional steps allowed tracking of requests by sites, and the approval from HQ.

D. Our office began receiving the requests to close databases as early as the morning of 30 Sep 08 from activities operating in the Far East, and completed closing the last database at 0940 hours on 01 Oct 08. Further, all FY08 archived databases were imported to their archived location, set in a privacy-protected, read-only access mode, and made available to all users by the evening of 01 Oct 08.

E. We provided labor reconciliations pertaining to September 2008 transactions for submission to PwC for audit purposes.

F. We developed a new labor report. The Labor Charges for CIP Report (laborcip) was developed because of the CFO audit requests pertaining to CIP. This report lists labor charges for cost type of CIP ONLY. The report parameter selections are funding account, work

item code, and/or charge code. The data displayed on the report is funding account, work item code, charge code, employee name, pay period end date, hours and total dollar amount. The hours' column is a combined total of all hours' type worked against the corresponding charge code for a particular pay period. This report is totaled by employee, charge code, work item code and funding account. Because of the databases linkage, generation of this report could exceed one minute. This report is located under the Reports Selection from menu ID 'AACG'.

G. We provided yearend assistance to the UFC Disbursing Division. We researched showstopper reports at several activities, provided guidance on error log files, researched problems with CRON Jobs, and investigated various issues related to IPAC Billings.

H. In September 08 we were advised that the UFC had appointed a new Disbursing Officer to be effective on 01 Oct 08. We prepared a problem report, wrote scripts and executed them on all activities. All reports and the TOP (Treasury Offset Program) Notification Letters should now reflect the new name.

I. We created a spreadsheet listing Employee id, last name, first name and org code for all employees on Galveston data base to include all employee meeting the following criteria: emp_type = 'G', inactive_ind = '1', org_code like 'M3'. We generated safe haven travel orders for these employees. We furnished other scripts to list appropriate remarks for safe haven order and to commit and obligate funds for the Hurricane Ike Safe Haven travel orders we generated. In this process, we issued over 320 orders with an obligation total of $1.9 million dollars.

J. In preparation of receiving and reviewing vouchers on the Safe Haven travel orders, we modified the code to restrict voucher approval to employee with TV_KATRINA_REIEW_ROLE. We determine a voucher if for a Safe Haven order based on funding. The code modification added the work items used for Ike Safe Haven Travel on Galveston and ERDC databases.

K. On 30 Sep 08, Galveston received $1.9 million dollars in OMA 2008 funds. These funds were to be used for labor cost transfers where labor was paid under RF3920 – Hurricane IKE Labor. Prior to Year-End closing, we determined what balance of the expiring O&MA fund after labor transfers. We determined number of Hurricane IKE travel orders (133) that could be funded with the O&MA funds. We devised a plan to Deobligate funds currently on Ike Safe Haven orders (funded by RF 3930) and use 'new' money. We created a list of orders for Galveston District to cancel (which would deobligate), generated 133 new travel orders citing the OMA funds, generated scripts to commit and obligate $785,000 for the new orders we created.

L. We tested the IPAC Programs for a change that was made to the invoice screens to allow users to input a 32-character invoice reference number. The output files were submitted to the IPAC Test Area at Treasury to verify that the files had passed all edits. This only applies to Agencies that receive a Detailed IPAC Billing from us.

M. We corrected the IPAC Report to allow for an 'out of cycle' customer order billing. We discovered an out of balance situation on several activities when one or several customer orders were billed between the 02 Sep 2008 and the 21 Sep 2008 Customer Order billing cycle in September.

N. We continue to work on the CITIBANK credit card implementation. We have coordinated with USACE HQ and CITI Bank personnel. In our test data, we have successfully loaded several records from CITI bank test file. We created a temporary table to store data that is sent form CITIBANK with the BOA account numbers, the new CITIBANK account numbers, employee, expiration date and FOA code. We also created a control file that will load data from CITA bank provided text file into our new table. We have test the load program, reading from the CITIBANK file, inserting the new account number into the CEFMS travel credit card table. Code will create an output file that will contain lines where:

    - No BOA card is found.
    - BOA card is found, but is inactive.
    - BOA card is found but the SSN from the file does not match the SSN of the employee in CEFMS.

O. We are currently making several more corrections to the IPAC Report to include selecting costs associated with an NSPS Cash Award, costs for the payment of an SF1164 Voucher (Claim for Reimbursement for Expenditures on Official Business), and costs for the payment of Prompt Pay Interest.

P. We modified the log pertaining to labor distribution to inform the email recipients that labor distribution is completed and to display only two lines in the email message. The subject line of the email is, Labor Distribution for database is complete. (Database will be replaced with the actual database value.) If there are labor distribution errors, and additional email will be sent pertaining to the labor distribution errors report (laberrs).

Q. At the request of some vendors at the Europe District, we modified the EURO EFT File to add the job order number.

R. We added code to Travel Order Create/Update to prevent user from saving records with incorrect cost type for funding types A, D & F.

S. We recreated a scenario where the Travel Order Funding percentages and Travel Order Funding Amend percentages funding did not match. We added code to match on cost type and work_cat_elem_code to several update and/or insert statements for these two tables to prevent this problem in production.

T. We brought in October rate file from Profit Soft. The file loaded in WINIATS and created file for updating CEFMS on 2 Oct 2008, reflecting all the new FY2009 rates.

U. We generated scripts to update specific disbursed travel settlement records with correct check date and closeout date. Code was modified in 2007 to stop check date and closeout date on settlements from being nulled out when another settlement amendment was created. These settlements were missed in the cleanup. The orders for these settlements still had money that could be deobligated. The orders would not query for deob with the 'uncertified' (null closeout_date) settlements. This script allowed USACE activities to query the orders and deobligate the funds.

V. We generated scripts to correct advances where advance recoupment amount was greater than advance amt on one advance and advance recoup amount was zero on another advance for the same order. Advances were fully recouped; however were not correctly recorded in travel advance funding table. Transactions are correct since both advances have the same prac no and prac line no funding the advance.

W. We researched reported problems on the Unfiled Voucher Report and could not determine why emails were sent to named individuals for the time period they were sent. We modified code that sends emails and creates Unfiled Voucher Report to exclude any orders that have had any non-GTR disbursement. Since this modification, we have not received notification of travelers receiving erroneous emails.

X. We modified IATS Upload Processing to NOT match on travel voucher amendment number when checking for International Date Line crossing in the voucher itinerary. This will prevent Supplemental vouchers or Post-Audit vouchers that have no itinerary records from failing when attempting to load into CEFMS. We are generating numerous scripts to insert the IDL where the voucher is supplemental and the original voucher had recorded the IDL correctly. This modification should eliminate those IATS errors and the scripts required in order to process the vouchers.

Y. We modified the IATS Upload Processing to correctly load vouchers that have more than one VR/AR stop code for the same day (and do not cross the international date line). This condition creates an IATS error and also requires a script in order to process voucher.

Z. We have had several conferences calls with UFC, Travel Division and Ray Bachur, DFAS IATS Project Office, concerning the ability to process evacuation orders in CEFMS and IATS. An Evacuation order in IATS will compute Per Diem costs for dependents instead of Examiners having to do computations for dependents manually and then manually add dependent per diem to the settlement amount that was computed for the employee. Richard Gorscak, ProfitSoft, is making some changes that will be in the next release (6.11) that will import these types of orders and allow Examiners to enter the dependent information into IATS.

IV. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	This Report	Last Report
Total Problems	662	696
Priority #1 Problems	88	92

We received 254 new problem reports and completed 288 problem reports.

B. Database Imbalances on our 59 Production Activities:

# of Imbalances	This Report	Last Report
None	52	55
One	3	3
Two	2	1
Three	1	0
Ten	1	0